



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-EO

5 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 55, Training in the Prevention of Sexual Harassment

1. References.

- a. AR 600-20, Army Command Policy.
- b. Department of the Army Policy Letter, 18 December 1996, Policy on Sexual Harassment.

2. Purpose. To provide guidance for scheduling and conducting annual training in the prevention of sexual harassment.

3. Applicability. This memorandum applies to all employees, supervisors, managers, and military personnel who supervise Department of the Army (DA) Civilians in United States Army Garrison (USAG) Mannheim, and units and supporting agencies located within USAG Mannheim area of operation. Local national employees are highly encouraged to attend training in the prevention of sexual harassment.

4. Concept. In accordance with AR 600-20 and Department of the Army Policy Letter, 18 December 1996, USAG Mannheim will conduct the Prevention of Sexual Harassment Training for all applicable personnel.

a. The issue of sexual harassment continues to be a concern in our society at large, as well as in the work place. Therefore, we must have policies in place, the purpose of which is to preclude the occurrence of sexual harassment.

b. It is not enough for us to simply define the illegal or inappropriate behavior or to pronounce that it will not be tolerated. We must provide employees, supervisors, and managers with the tools that will bring about behavior that contributes to a workplace free from a hostile environment. The Department of the Army mandates that everyone be trained in the prevention of sexual harassment annually. Therefore, it is the policy of USAG Mannheim to conduct mandatory training in the prevention of sexual harassment for all employees, supervisors, managers, and military personnel who supervise DA Civilians. Local national employees are strongly encouraged to attend training also.

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c. Consistent with the responsibilities of the Equal Employment Opportunity (EEO) program, the EEO Office is designated as the proponent for all training in the prevention of sexual harassment. The Civilian Personnel Office will ensure that training is documented in the employees' Official Personnel Folders.

d. It is my objective to create and maintain a positive work force environment in the USAG Mannheim area of operation; one that contributes to teamwork, efficiency, and productivity. I expect total support for the training in order to reach this goal.

5. Responsibilities. The USAG Mannheim EEO will conduct the prevention of sexual harassment training on a scheduled basis for the community.

6. The proponent for this policy memorandum is the USAG Mannheim Equal Opportunity Office, DSN 385-3055/CIV 0621-730-3055.


JEFFREY FLETCHER
LTC, AG
Commanding

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